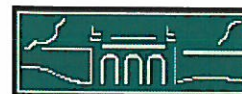




South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
February 13, 2014



CONVENE:

Board Vice President Edward Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on February 13, 2014 at 7:02 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, Vice President
Constance Lue, Secretary
Ann Penn, Trustee
Andy Lippman, Trustee

Also Present

Richard D. Schneider, MD, Councilmember
Hilary Straus, Assistant City Manager
Ann Messana, President of Friends Board
Lawrence Rodgers, Pasadena Society of Artists
Joan Frye Williams, Library Planning
Consultant (via telephone)
Steve Fjeldsted, City Librarian
Sean Faye, Library Administrative Secretary

EXCUSED: Brendan Durrett, President

MINUTES: The minutes of the regular meeting of January 9, 2014 were reviewed – Constance Lue's assigned responsibility for the Volunteer Recognition Luncheon had not been included in the minutes for the last month's meeting. Constance confirmed that she would provide paper plates, cups, napkins and plastic utensils.

MSC: Andy Lippman/Constance Lue– all approved, as corrected.

PUBLIC COMMENTS: The meeting began with a reminder that Brendan Durrett, President of the Library Board of Trustees, would not be in attendance.

ACTION ITEMS:

1. **Request by Lawrence Rodgers of Pasadena Society of Artists (PSA) for them to serve white wine and sell their artwork during exhibit in Community Room co-sponsored by Library as part of the South Pasadena Arts Crawl. PSA would donate 10% of proceeds from sale of artwork to the Friends** – Steve Fjeldsted introduced Lawrence Rodgers of the Pasadena Society of Artists and stated that the Library will be partnering with the PSA for the Artist's Choice Exhibition in the Library Community Room during the South Pasadena Arts Crawl on 3/8/14. Lawrence Rodgers gave a brief history of the PSA to the Board, explaining that they were founded in 1925 with the goal of enhancing public awareness of art. He presented a proof of the postcard advertisement for the Pasadena Arts Crawl that will appear in the March 2014 issue of *The Quarterly* and formally requested permission to serve white wine and for the artists to sell their artwork, with 10% of the proceeds to go to the Friends.

Constance Lue asked if a distinction had been made between closed groups and programs open to the public in cases where white wine had been permitted in the past. Steve replied that the distinction hadn't been made. Steve added that the event would have a professional atmosphere and Lawrence stated that no one would be over served. Andy Lippman thought the Library could still be liable, even though wine will be available elsewhere during the Arts Crawl. Ann Penn

asked about the sale of the artwork in the Community Room and Ed Pearson replied that Library Community Room events allow authors to sell their books, CDs, and T-shirts. Steve added that the sale of the artwork would still have to be approved by the City Manager. Ann Penn expressed reluctance to set a precedent by having the Community Room as a place of sale. Steve said this exhibit would not be a typical Community Room rental as the exhibit will be co-sponsored by the Library.

MOTION: Ann Penn moved to approve white wine to be served; Motion Failed for lack of a second. No motion to approve sale of artwork.

DISCUSSION ITEM:

1. **Presentation by Assistant City Manager Hilary Straus and Library Planning Consultant Joan Frye Williams on Library Operational Study** – Hilary Straus said that all City operations will undergo an Operational Study over the next few years and the Fire Dept., City Manager's Office, IT and Risk Management have either been reviewed or will be reviewed in the next year. The results should be complete in time for this year's budget process. Before introducing Joan Frye Williams over speakerphone and starting the PowerPoint presentation, Hilary stated that the Board of Trustees will have an opportunity to submit questions and suggestions via a webpage link that Joan will send, but it will be up to Joan's discretion which questions to answer. Questions about the process should be sent to Hilary. With that, Hilary introduced Joan who gave a brief history of her experience as a consultant since 1982, working with such entities as the Library of Congress, New York Institute of Technology, Hewlett Packard, Eli Lilly, and the Bill & Melinda Gates Foundation, as well as the California State Library and the Glendora, Pasadena, and Glendale Public Libraries. As the PowerPoint presentation began, Joan said that she is in the very beginning of her assessment. She will analyze and compare the Library's spending and practices to other libraries, as well as identifying ways of becoming more efficient, in saving time without compromising the quality of services in order to meet the Goals of the SPPL Strategic Plan, 2011 to 2015. She stressed that the overall purpose of this study is to benefit the broader community and bring their requests to fruition and that she does not intend for this to be any kind of performance review for employees. The challenge will be to allocate what we have and make expenditures align with the wishes of the community. The DRAFT Library Operational Study will be discussed on 3/10/14 and Joan invited the LBT to contribute comments during the period of 3/10/14-3/28/14 to SPPLreportcomments@gmail.com. The final report will be released on 4/28/14.

Ed Pearson expressed his appreciation in advance to Joan for understanding the direction the Library is moving in and asked her what information has already been gathered. Joan replied that she is still in the initial stage of gathering data, but she is reviewing State Library standard performance statistics as contained in the annual California Library Statistics reports. Andy Lippman asked if Joan intended to visit the Library or meet with its staff and Joan replied that she would not, she would only be reviewing the statistics, the Budgets, and the Library Strategic Plan. Steve asked if the needs of local churches, clubs and schools would be considered. Joan said she would use the information provided by the 150 individuals that helped formulate the Library Strategic Plan, 2011 to 2015.

ACTION ITEMS:

2. **Scheduling of a Special Library Board of Trustees Meeting on Monday, March 10, 2014 at 7:00 p.m. in the Amedee O. "Dick" Richards Council Chambers to discuss the DRAFT Library Operational Study**

MOTION: Ed Pearson asked for a motion to hold a Special Library Board of Trustees meeting on 3/10/14 in Council Chambers to discuss the DRAFT Library Operational Study. MSC: Andy Lippman/Constance Lue – all approved.

3. **Selection of Library Volunteers of the Year for 2013** – Steve had asked all Library Managers and the Friends Board to submit their recommendations for Volunteer(s) of the Year for 2013. From that list Ann Penn cited Donna Potts, Gloria Killian, Andrew Grafton and Kristen Dube as nominees. Andy Lippman counted the recommended names that occurred more than once. Ann Penn endorsed Kristen Dube. Andy Lippman also endorsed Kristen Dube and added an endorsement for Donna Potts.

MOTION: Andy Lippman nominated Kristen Dube and Donna Potts for Volunteer of the Year for 2013. MSC: Andy Lippman/Ann Penn – all approved.

4. **Scheduling the date of the Unveiling Ceremony for Library “Children’s Hour” Artwork Restoration** – Steve asked the Board of Trustees to officially approve 3/21/14 as the date for the “Children’s Hour” artwork. Steve made this request because the Library Board of Trustees had suggested earlier that the unveiling be held right after the Volunteer Recognition Luncheon because many people will already be here. He continued, saying that the Luncheon would be held at 11:30 a.m. and the unveiling would begin at 1:00 p.m. Andy Lippman asked if this will be sent as one invitation. Steve replied that there would be too much information for one card and that the invitation for the artwork unveiling should have a graphic of the “Children’s Hour” artwork. He added that an invitation for those not attending the Volunteer Recognition Luncheon would need to be done. Ann Penn suggested that a printed image of the artwork be included as an insert for the Volunteer Recognition Luncheon invitation.

MOTION: Ed Pearson asked for a motion to hold the unveiling of the “Children’s Hour” artwork on the same date as the Volunteer Recognition Luncheon on March 21, 2014. MSC: Andy Lippman/Constance Lue – all approved.

DISCUSSION ITEMS:

2. **Volunteer Recognition Luncheon** – The Volunteer Recognition Luncheon is scheduled for March 21, 2014. Steve said that invitations will go out by 3/1/14. Ann Penn asked who will be designing the invitations and Steve replied that they will be done in house. Roby Lawrence designed the invitation before last year when Russell DeVita did them. Steve said the graphical theme will be “Stairs” and has asked Scott Gandell and Anneline DeCroos to design the brochure, with Charles Fleming’s permission to use his images. Ed Pearson briefly reviewed each Board member’s responsibility for the Luncheon (Brendan Durrett – Food from Papa Don’s Deli; Andy Lippman – ice water and lemonade; Constance Lue – paper goods, Ann Penn and Andy Lippman – addressing and mailing invitations; Ed Pearson and Ann Penn – decorating the Community Room.) Steve will present a draft of the line-up for approval at the next LBT meeting. Steve asked the Board to be present when the Volunteer Recognition Proclamation is made by the City Council on 2/19/14 at 7:00 p.m. Andy Lippman and Ed Pearson both expressed interest.
3. **Friends of the Library Board for 2014** – Steve introduced Ann Messana, President of the Friends of the Library Board for 2014. Steve informed the Board that Ann has made introductions at Author Nights on behalf of the Friends. Ann said this is her fifth year on the Friends Board and that she has enjoyed a variety of positions. She is looking forward to a great year and to continue to help the Library in financial ways. She will try to have a Friends representative present at future Trustee meetings. Andy Lippman is the Trustee representative that attends meetings of the Friends Board. Ed Pearson asked the total of the current Friends membership and Ann replied that they

currently have close to 600 members and that they are working hard to increase the number. Councilmember Schneider asked how many Friends members live outside of South Pasadena and Ann said that very few do. Constance Lue asked if the Friends have a website and Ann told her it is www.friendsofsopaslibrary.org and it is a good resource to see the announcements for Friends Bookstore book sales, auctions and information on future Author Nights and other events and projects. Ann added that the Friends Bookstore raised \$46,000 last year.

4. **Project to display Fletcher Swan materials in Library during March and April, including "South Pasadena" train station sign** – Steve said that a grant has been approved by the Rotary Club for \$750 to frame the sign, but Thomas Lake, of Thomas Lake Construction, who's a Rotarian, has generously offered to have his company do it for gratis and so that money could be used by the Rotary Club to build homes for the poor in Mexico. Steve said that the "South Pasadena" sign will probably go to the Meridian Ironworks Museum when it comes down in April.
5. **City Citizen's Summit on 1/25/14 and Strategic Planning Meeting on 2/8/14** – Ed Pearson attended both parts of meetings during which larger goals and objectives were discussed. Ed found it helpful that there was a matrix for each goal that identified progress and responsibility and would like that same template applied to the Library's Strategic Plan. Councilmember Schneider added this would be good for tracking specific objectives. Ed would like to have updates for the Strategic Plan on every Agenda and have a more thorough discussion every few months. Ed said that the emphasis of the meetings appeared to be in identifying problem areas and thought it would be important for the City to also track what is working. Ed considers the Library to be one of these things and would hate for it to be ignored in favor of hot button issues. Steve appreciated that comment and added that he thought the Library Operational Study could help as well.
6. **Formation of Measure L Committee** – Steve reiterated this committee's importance, as well as his wish for Sally Kilby and Philip Putnam to be asked to become members on it. Ed agreed and thought it would be a good Action Item for the April Trustees meeting after the Volunteer Recognition Luncheon.
7. **Library Parking Needs** – Steve drafted a letter stating the Library's parking needs for the SPUSD lot to Brendan Durrett who submitted it to Superintendent Shapiro 2-3 weeks ago. There has been no response yet. Steve suggested that the LBT make another visit to Superintendent Shapiro in person before he retires in March to reinforce the Library needs for consideration in any future plans for the parking lot. Steve added that there are strong voices in the community supporting the Library's parking needs and that he has discussed it with the City Manager, Sergio Gonzalez. Ed Pearson thought it would be a good idea to make a second visit to Superintendent Shapiro and said he will review his calendar.
8. **Library Trustees are limited to two 3-year terms** – Steve informed the Board that the City Clerk's office will notify LBT members when their term limit has been reached.

CORRESPONDENCE AND COMMUNICATIONS: None to report.

REPORTS:

Board Vice President: None to report.

Trustee: None to report.

City Council Liaison: None to report.

Friends Representative: None to report.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: None to report.

City Librarian:

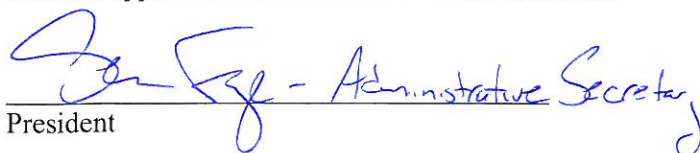
- Steve informed the Board that the pedestal for the Library Exterior Beautification Phase II was installed by Thomas Lake construction for under \$500 on 2/11/14. However, the pedestal was placed next to the pedestal for Phase I of the Library Exterior Beautification, rather than where it was indicated on the diagram produced by the Administrative Secretary.
- Steve met the new Facilities Maintenance Supervisor, Francois Brard. Steve made sure that Francois knows where other the other plaques in his office are to be placed.
- Steve met with a South Pasadena Beautiful Board member who was unaware of the proposed donation offered by the family of Kenneth Yamanaka. Fred Harris of the Kiwanis Club has offered to look into this further.
- CA Reads approved a CalHumanities grant for the Library's City Wide Reading Project this fall. The Friends will donate an additional \$1,000. CalHumanities may want a bigger venue than the Community Room for a regional program for Karl Marlantes' "What It Is Like to Go to War" and the possibility of requesting South Pasadena High School was mentioned.
- The Rotary Club approved a \$1,000 grant for the Library's Eclectic Music Festival concert on 5/3/14. The Friends have also committed this amount. Brother and Sister Musicians Tony and Eliza Gilkyson, who grew up in South Pasadena, will headline at the Library.
- Steve informed Public Works that the Romine Estate funds will go towards new computers for the Library. He expects a firmer estimate of these costs by late February or March.
- South Pasadena Patch is no more, but Sandy Miranti, daughter of former Mayor Ted Shaw, works for the South Pasadena NOW website and has asked the Library for content to display.
- Steve will attend the Public Library Director's Forum in Sacramento on 2/26/14 and 2/27/14. The California State Library, who is presenting the workshop, is covering travel accommodations, and most of the meals. Joan Frye Williams will be the Key Note speaker.
- \$2,000 of new popular music CDs will be ordered through the Friends for the Austin Ichinose collection. Suggestions from the staff are being submitted.
- Special bookplates acknowledging the Friends and the Rotary Club will be added to the self-help books ordered for the Self Growth Project. Funds from the Rotary Club and the Friends are used to pay for the books.
- The topic of cell phone use was discussed at the 2013 Staff Training Day. The Library's Code of Conduct allows for quiet use already but no conversations. Display signs will be adapted.
- Foothill Workforce Investment Board will be setting up two computers in the Library for exclusive use for job seekers. Adult Services will promote this event and conduct workshops.

NEXT MEETING: Next meeting of the Library Board of Trustees will be held on 3/13/14.

ADJOURNMENT: The regular meeting of February 13, 2014 was adjourned at 9:10 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President